THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DGS02712006**	DATE POSTED:	06/13/16
POSITION NO:	235363	CLOSING DATE:	06/24/16
POSITION TITLE:	**OFFICE SPECIALIST**		
DEPARTMENT NAME / WORKSITE:	DGS/FLEET MANAGEMENT DEPARTMENT/ Window Rock, AZ		

WORK DAYS:	5 Days/Week	REGULAR FULL TIME:	☑		GRADE/STEP:	AB58A
WORK HOURS:	40/Week	PART TIME:	☐	NO. OF HRS./WK.:	$ 24,128.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 11.60	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Receives calls, takes messages, greets and directs visitors to appropriate source, types and edits correspondence, reports, enters and verifies data. Provide efficient reception and administrative support to ensure an effective day to day fleet operation. Assist with the Motor Vehicle Review Board agenda items, minutes, board transactions, and meeting announcements. Provide customer service and assistance on fuel cards, updating vehicle operator's permit data, vehicle rentals, recording misuse and abuse complaint forms, and tracking data. Prepares purchase requisitions, orders and distribution of office supplies, equipment, keeps a daily log of customers, distributes incoming mail, duplicating documents, makes routine calculations, and checking information for accuracy.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

Special Requirements:

• Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment.
Knowledge of basic clerical/office support practices and procedures.
Knowledge of a variety of computer software, work processing, database, and spreadsheet applications.
Skills in preparing a variety of records, repots, correspondence using standard computer software.
Skill in maintaining electronic and/or hard copy, filing/records system.
Skill in following oral and written instructions.
Skill in English composition, grammar and punctuation.
Skill in basic math, cash receipts and accounting principles.
Skill establishing and maintaining effective working relationships

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.